



## Administrative Policy

<b>Title: OSHA Violations Policy and Procedures</b>				
<b>Administered By: Department of Water &amp; Power</b>				
<b>New Policy No.</b>	<b>Issue Date (Last Revised)</b>	<b>Renumber Date</b>	<b>Department Head Approved</b>	<b>City Manager Approved</b>
03100.006	03-28-12 (N/A)	01-03-17		

This Policy had been issued without a known Policy Number. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy (UNKNOWN #)  
Issued: 03-28-12  
Revised: N/A

**City of Corona DWP**  
**OSHA Violations Policy and Procedures**  
**March 28, 2012**

---

**Purpose**

The purpose of this policy and procedures is to establish clear guidelines for the review process to determine whether companies that perform on-site services for DWP have any Occupational Safety and Health Administration (OSHA) violations.

**Procedures**

Any company that performs on-site services that has a violation in the State of California reported by OSHA and categorized as either "Serious", "Willful", or "Repeat" and the violation is not older than five (5) years from the current date is unable perform those services for DWP. If a company has a violation that is categorized as "Other", it will be determined by the General Manager, or his/her designee, whether to allow that company to perform on-site services for DWP.

The following procedures will be performed to determine whether a company has any reportable violations with OSHA.


- **Companies with no existing POs with DWP:** Any company that is going to perform on-site services for DWP needs to be researched on the OSHA website prior to issuing a purchase order (PO).
- **Companies with existing POs with DWP:** On a quarterly basis all companies with an existing PO that performs on-site services will be researched by an Administrative Staff.

**Quarterly Review:**

An administrative staff will conduct a review of all of the companies that have an existing PO with DWP and perform on-site services. The review will consist of a search of the company's name on the OSHA website to identify if any OSHA violations have occurred. A spreadsheet that includes the company's name, PO number, type of service, category of violation (if any), and the expiration date of the violation will be distributed to the General Manager and DWP Managers for review.

**Category "Other":**

If a company was issued a violation that is categorized as "Other", DWP will need to contact the company to inquire why the violation was issued. If the General Manager, or his/her designee, determines that the violation is considered to be low risk, a decision may be made to allow that company to perform on-site services for DWP.



Jonathan Daly  
General Manager